

# Director's Instruction

Number 05-004

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**Title:**           **Modification, AM 202, *Salary Determination and Review*, for Reassigned TSM Managers**

**Summary:**

This instruction modifies AM 202, [\*Salary Determination and Review\*](#). Specifically, this instruction replaces paragraph 202.28 regarding salary for reassigned TSM managers. The salary of TSMs reassigned from management positions will be adjusted to reflect the new duties and peer group.

**Applicability:**

This instruction applies to Los Alamos National Laboratory (LANL) Technical Staff Members (TSMs) who are LANL managers. A manager is defined as a group level manager and above, and deputies. See [Governance](#), *Policies and Procedures Manual*. Managers in structured series are not affected by this instruction, but are covered in AM 202.26. This instruction does not apply to employees who are not managers.

**Justification:**

The purpose of this instruction is to bring LANL practice into alignment with standard business practices. TSM managers are paid a salary commensurate with their management responsibilities. When those responsibilities are relinquished, either voluntarily or involuntarily, there is no business basis to retain pay linked to the former responsibilities. As with all other TSM job assignments, salary in the new position must be appropriate for the new job duties and the new peer group.

**Instruction:**

This Director's Instruction modifies AM 202.28, which applies to employees in TSM management positions. Effective 180 days from the issuance of this Director's Instruction, paragraph 202.28, November 12, 1993, is rescinded and replaced with the following.

When a TSM manager is reassigned to a non-management or lower-level management position on either a voluntary or involuntary basis, that individual's salary will be adjusted to reflect the new job duties and peer group. The decision to reassign the manager is not subject to the complaint procedure set forth in AM 111, [Complaint Resolution](#). However, whether the amount of the new salary has been appropriately set according to the new job duties and peer group will be subject to the complaint procedure set forth in AM 111, unless

the new position is covered by the *UC-Managed DOE National Laboratories Policy on At Will Upper Management Personnel*. In the latter event, the new salary level will be subject to the University of California *Resolution of Concerns for At Will Upper Management Personnel* policy.

**Contact: Staff Relations, HR-SR, 667-8730**

<b>Reviewed by the Policy Office</b> Name M. Diana Webb	Signature  Original Signature on File	Date  03/11/05
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<b>Issued by the Director</b> <b>George P. Nanos</b>	Signature  Original Signature on File	Date  03/15/05
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This instruction will remain in effect until this information is included in the relevant implementing document or otherwise rescinded.